



Adult Learning Within Reach

## **WEA (Workers Educational Association) Disclosure of Needs Policy**

### **1. Purpose**

To ensure that all learners have sufficient opportunity to disclose disabilities, learning or communication difficulties, health issues or other support needs to WEA staff, so that the WEA can take make appropriate reasonable adjustments to meet those needs

To provide a framework for the WEA to meet its responsibilities under the Equality Act 2010.

### **2. Values**

The WEA believes that all learners should be:

- Given opportunities to disclose any disabilities, learning or communication difficulties, health issues or other support needs throughout their learner journey
- Assured that their disclosure will be treated sensitively and confidentially
- Consulted if it is necessary to pass on information for signposting and referral purposes so that any consent obtained is informed consent
- Aware of the consequences of non-disclosure of information, i.e., likely restrictions or limitations on support provided
- Able to decline to disclose needs further if that is their informed preference
- In control of the disclosure and follow up processes
- Confident that reasonable adjustments will be made to accommodate their needs.

### **3. Scope**

Disclosure of needs can be made at any stage of the learner journey. This policy applies to staff and to volunteers.

### **4. Policy**

The WEA policy is to:

- Encourage learners to disclose their needs at the earliest possible stage so that their learning experience is fully supported
- Provide an open and supportive culture in which learners feel comfortable about disclosing their needs and see the benefit in doing so.
- Offer opportunities to disclose at pre-enrolment meetings
- Through publicity and induction materials
- At interview with tutors or course managers
- At enrolment/induction
- When registering for examinations
- At the start of each course/term/year
- Confidentially and informally on any occasion

- Ensure that any disclosure to any member of staff or volunteer is acted upon, with the learner's agreement
- Ensure that agreed disclosures are recorded, and the learner referred to appropriate colleagues.
- Ensure that all staff and volunteers can support disclosure sensitively and comply with the Confidentiality Policy.

## 5. Management

By the Regional teams, Learning IAG Manager, and supported by the Director of Quality and Learner services

## 6. Monitoring

Through regional self-assessment

Through queries and issues raised by regions

Through learner surveys

Through annual Policy Review

## 7. Links to other policies and documents

This policy is part of a suite of Learner Support policies defining learner support entitlements. Most relevant policies are publicly available through the WEA's website at <https://www.wea.org.uk/about-us/policies>

<b>Date of this Review</b>	<b>Date of next Review</b>	<b>Policy reviewed and updated by:</b>	<b>Policy approved by:</b>
September 2024	July 2025	Learning IAG Manager	Director of Quality and Learner Services